

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: <u>2/12/22</u>		Prepared by: <u>Deepa</u>		Serial no. 11144	
Supplier name: <u>Sri shindi Sri Enterprises</u>				HO inward no.	
Firm/Company: <u>MMRK-Hp</u>		Project: <u>GHT</u>		HO received date	
PO/WO date: <u>—</u>		PO/WO No.: <u>—</u>		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	<u>855/551/sep 22</u>	<u>20/9/22</u>	<u>500</u>	☒ Yes ☐ No
2.			<u> </u>	☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 500/-

Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.:		Proof of delivery matches MRN	☐ Yes ☐ No
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Amount B – Other Credits : Transportation charges —

Amount C – Other Debits : —

Amount D (D=A+B-C) – Amount to be credited to the supplier: 500/-

Amount E – PO / WO value: 500/-

Amount F – Difference (A – E): —

Quantity received as per PO / WO ☒ Yes ☐ Excess received ☐ Short received ☐ Part received

Close PO / WO ☒ Yes ☐ No – wait for balance material ☐ Other

Payment – due date 12/12/22

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	<u>Deepa</u>				
Sign:	<u>[Signature]</u>				
Date	<u>2/12/22</u>				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit.
 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

SRI SHIRIDI SAI ENTERPRISES

#Plot No.33, Srinivas Nagar Colony, Boduppal, Hyderabad-500039. (T.S)

Cell: 9848886365, 9985480270

GSTIN : 36BGWPG5733K1ZS

M/S. Mehta & Modi Realty Kowkur Add; 2nd floor ,5-4-187/3 & 4 Soham mansion M.G road, Secunderabad	Date:	20/9/2022
	Invoice No.	sss/551/sep/22

Party GSTIN; 36ABLFM7631F1Z3

SI No.	DESCRIPTION	HSN Code	QTY	Rate	CGST 9%	SGST 9%	TOTAL
1	Coffee machine rent		1	500			500.00
2	September month-2022						
							
Grand Total							500.00

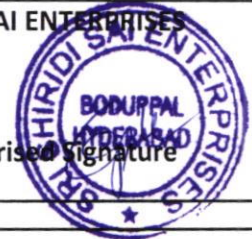
Total Invoice amount in words:

IGST:

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct

For SRI SHIRIDI SAI ENTERPRISES

Authorised signature



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GSTIN : 36BGWPG5733K1ZS

M/S. Modi Realty Miryalaguda Ilp
Add; 2nd floor ,5-4-187/3 & 4 Soham
mansion M.G road, Secunderabad

Date:

20/9/2022

Invoice No.

sss/552/sep/22

Party GSTIN; 36ABCFM6774G2ZZ

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For SRI SHIRIDI SAI ENTERPRISES

Authorised Signature

